



April 2000 – Special Edition

# THE TWISTER

SOUTH CENTRAL CIVILIAN PERSONNEL OPERATIONS CENTER  
REDSTONE ARSENAL, HUNTSVILLE, ALABAMA



## Modern System

### Conversion to Modern Civilian Personnel Data System (MDCPDS)

The South Central Region will deploy the Modern Defense Civilian Personnel Data System (MDCPDS) beginning July 7, 2000. The MDCPDS is the result of Program Decision Memorandum 711, dated December 5, 1994, which mandated the development of a single automated civilian personnel data system to be used by all components of the Department of Defense. The “Modern System”, as we commonly refer to it, is a user-friendly windows-based system. It replaces the current Functional Process Improvement suite of software tools commonly referred to as FPIs or PPIs (PERSACTION, COREDOC, Regional Application, and TRAIN) and the legacy Defense Civilian Personnel Data System (DCPDS).



The magnitude of the changes and the large population base to which it must be applied necessitates a phased deployment schedule throughout the

Department of Defense. We are the third of the continental United States Army Civilian Personnel Operations Centers (CPOCs) to deploy the Modern System. The Southeast and North Central Regions will precede us, with the remaining CPOCs scheduled for deployment by December 31, 2000.

In order to effect the conversion, the current system will be shut down for a two-week period (July 7-21), during which there will be no automated personnel processing capability in the South Central Region. After close of business on July 6, the Civilian Personnel Advisory Centers (CPACs) in the region, and all supported

organizations, will not have access to the FPI/PPI suite, or DCPDS. Consequently, we all must work together cooperatively and aggressively to ensure that critical personnel actions are processed prior to the shut down period. While the deployment of this new automated system may be disruptive in the short-term, the Modern System has automation features which will help management officials fulfill their personnel management duties more quickly and efficiently.

Prior to deployment of MDCPDS, the SC CPOC must recall all Official Personnel Folders (OPFs) to the file room. It is imperative that we have all OPFs on hand in the CPOC in the event they are needed to change/verify data that does not convert to MDCPDS.

We request that the CPACs return all OPFs to the CPOC by not later than June 19, 2000. We will resume sending OPFs to the CPACs, where needed, approximately three weeks after deployment of the Modern System.



The following Deployment Action Plan is provided to assist in collectively minimizing any adverse impact on employee pay actions, on employee morale flowing from the short term interruption of personnel services and, ultimately, on the mission. The CPOC will work hard to assure that all actions are processed as soon as practicable.

Adherence to the cut-off dates outlined in the Deployment Action Plan will ensure a smooth transition to the Modern System. These cut-off dates will also help in minimizing the disruption to our customers, and allow us to process actions in a timely manner. Thank you in advance for your support.

# South Central CPOC MDCPDS Deployment Action Plan

April 20, 2000

## BEFORE SHUT DOWN on JULY 6th

The following cut-off dates represent the dates all PERSACTIONS and supporting documents must be **RECEIVED IN THE CPOC**. The servicing CPAC may establish earlier cut-off dates to allow for local review of the actions before transmitting them to the CPOC for processing. Personnel actions in electronic in-boxes (managers, resource managers, CPOC, and CPAC) will not migrate to MDCPDS. PERSACTIONS residing in the CPOC or CPAC on July 3 that are not completed prior to deployment must be manually built into MDCPDS by the CPOC. PERSACTIONS that are not in either CPOC or CPAC in-boxes will be lost when the current system is shut down.

### PERSACTION Requests

### CUTOFF DATE

#### **Organizational Structure (Table 30) Changes**

**May 15, 2000**

New Unit Identification Codes (UICs)

May 15, 2000

Position Classification Reviews (New positions)

May 15, 2000

Organizational Realignment

May 15, 2000

All other PERSACTION requests  
with effective dates of July 2, 2000 or earlier

June 19, 2000

All other PERSACTION requests  
with effective dates of July 3-16, 2000

July 3, 2000

Career ladder promotions that are to be effected  
during the period July 7-21.

July 3, 2000

Retroactive effective dates – We do not have the authority to ignore Comptroller General rulings on effecting retroactive actions during the conversion. If career promotions, non-competitive temporary or permanent promotions, or other pay sensitive actions are received in the SC CPOC before the effective date, they will be processed retroactively once the Modern System is deployed. However, no discretionary retroactive promotions will be effected prior to the date the PERSACTION was received in the SC CPOC. These actions need special attention to ensure that none are overlooked

### Other Actions

Return all Official Personnel Folders (OPFs) to the CPOC

June 19, 2000

Hard copy Performance Appraisals

June 26, 2000

Health Benefits Changes

June 26, 2000

Life Insurance changes

June 26, 2000

(We will accept the aforementioned hard copies after the June 26 deadline; however, they will not be keyed into the system until the Modern System is fully functioning.)

Training Completions

July 3, 2000



### **Availability of FPI/PPI Suite**

TRAIN –Employee and management certification, and employee and management evaluations must be completed and received in the CPOC by July 3, 2000. All training requests, including those in TRAIN, that will be completed after July 3, 2000 must be submitted to the CPOC in hard copy.

COREDOC – Use of COREDOC should be suspended on July 3, 2000, the last day for submission of PERSACTION requests.

Regional – The Regional Application will be available for use through July 6, 2000.

### **During Shut Down (July 7<sup>th</sup> – July 21<sup>st</sup>)**

Manual processing - We recognize there will be certain non-discretionary personnel actions of an emergency nature that must be processed while the automated system is shut down. Consequently, the CPOC has made arrangements with the Defense Finance and Accounting Service (DFAS) to process the following actions **manually**:

- Death Cases
- Retirements
- Resignations
- Terminations of Temporary Appointments
- Removals

Additionally, there may be an action the Commander considers to be of such importance that failure to process it during the shut down period would have a detrimental impact upon the mission of the organization (e.g., a new hire action where safety or security would be compromised). Such actions should be relatively rare and require the signature of the Commander attesting to the emergency nature of the action.

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## **Table 30 (Organizational Codes) Clean-Up**

The Classification Division is in the process of correcting or deleting invalid Table 30 organizational codes. Invalid or unused codes will slow down the Modern System conversion process, so we are diligently working to ensure only valid organizational codes remain in the system. This is the reason many of you may have received phone calls or e-mails concerning organization codes from your servicing Classification Specialist. To ensure a clean database prior to conversion, we will continue the correction and deletion process for the next couple of months.

If you have organizational codes that will not be used prior to the conversion or are invalid, i.e., organizational codes not tied to a position, now is the time to have them deleted. An organizational code that is not used will be lost when the SC CPOC converts to the Modern System.

If by chance an organizational code is deleted during the clean-up process and then it is later needed prior to conversion, it is very easy for us to rebuild the code and work the action. If you have any questions concerning Table 30 and organizational codes, your point of contact in the Classification Division is available to answer your questions.

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## MODERN SYSTEM TRAINING



In response to a CPOCMA request, three personnel specialists, Barbara Morrissey, Joyce Kaelin and Brenda Reed, were appointed as the SCCPOC's members of the Charter Team. In this capacity they serve as the conduit for information from CPOCMA about the Modern System and the principal agents for providing Modern System training to the SC Region's workforce.

The training effort for the SC Region is tentatively scheduled to begin on 15 May 2000. At that time the Charter Team will conduct a 2-week training course for the 18 members of the SCCPOC's Train the Trainer (TTT) Cadre. The Cadre is composed of staff members from each CPOC Division and is organized into 6 training teams of 3 people each. Upon completion of the 2-week course, trainers are scheduled to travel to the SC Region's CPACs where they will conduct TTT training sessions for the CPAC staff members. Topics include Modern System Fundamentals, Requests for Personnel Actions, and for non-COE activities, Oracle Training Administration. In turn, CPAC staff members will present End User training to managers and personnel liaisons at their sites.



Concurrent with the training that the TTT Cadre will present in the CPACs, the Charter Team, assisted by the TTT Cadre, will conduct a series of 2.5-day courses for CPOC staff members. Specially tailored sessions will be held for Position Classification Specialists, Staffing Specialists, Employee Development Specialists, Personnel Generalists and for CPOC Supervisors and Managers.

Members of the TTT Cadre, their tentative instructional assignments and dates training, are as follows:

TEAM	MEMBERS	LOCATIONS	DATES
<b>Team 1</b>	Sara Marsh, Lead Tom Mazalewski Will Wright	Ft. Polk	7-8 June
		CE Louisville	14 June
<b>Team 2</b>	Diane Helser, Lead Denise Thompson Altrice Harris	CE New Orleans	7 June
		Ft. Knox	13-16 June
<b>Team 3</b>	Margaret Smiley, Lead Diane Rohman Donna Capps	AMCOM	31 May-9 June
		Blue Grass Army Depot (at AMCOM)	6-7 June
		CE Vicksburg	21 June 22 June
<b>Team 4</b>	Marsha Samples, Lead Linda Loy Debbie Kelley	CE Memphis	7 June
		Ft. Campbell	14-15 June
		CE Nashville (at Ft. Campbell)	14 June
<b>Team 5</b>	Heidi Collier, Lead Maxie Pooler Marlene Clemons	Pine Bluff Arsenal	14-15 June
		Ft. Leonard Wood	28-29 June
<b>Team 6</b>	Pat Oliver, Lead Latrishia Smith Matilda Hatchell	CE Kansas City	7 June
		CE St. Louis	20 June
		AR-PERSCOM	21-22 June

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## Position Hierarchy – Is It or Isn't It!?! --- ---

There has been a lot of discussion in the past few months about whether the Army is or is not going to continue to use Position Hierarchy in the Modern System. The latest news is the Army will not need to use Position Hierarchies for future deployments of the Modern System. Representatives from Army and DOD met in San Antonio in April and were able to develop a "work around" in the Modern System that eliminates the need to build and maintain Position Hierarchies. This is great news because the Pacific CPOC's experience with the Modern System has been that maintaining Position Hierarchies for all organizations serviced is a very work intensive process. Stay tuned for further developments.



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# FYI

As we prepare to convert to Modern DCPDS, the CPOC is taking steps to make sure that the data that converts is as correct and up-to-date as possible. We are reviewing dozens of data elements to find and fix errors that may have crept in over the last decade that DCPDS has been in operation, and to make sure the data will convert smoothly and easily into the new Modern DCPDS format.

Because of the size and scope of this effort, advance notice of every change may not be possible, and you may receive notices of corrections (Correction SF50s) or see changes in data posted on Requests for Personnel Action, Training Requests, or in the Regional application displays.

If you notice a change in your personnel data that you were not expecting, contact your servicing CPAC for more details.

## EMPLOYMENT OPPORTUNITY

**Decision System Technologies, Inc.** a private company providing contract support for the implementation of the Modern SCPDS system, has asked that we circulate the following job announcement:

DSTI is searching for qualified applicants for a position as UNIX Systems Administrator. Applicants must be familiar with HP UNIX and NT; Oracle is a plus. You will be required to provide network support for the Regional Support Center and will be working near that facility. The System Administrator shall provide on-line remote terminal RSC user support. The System Administrator will identify possible technical problems with network connections up (sic) DCPDS interface with DISA/DISN and advise users and/or appropriate technical personnel. Industry commensurate salary and benefits provided. **Contact DSTI-Dayton at (800) 250-4094. Our FAX # is (937) 258-4119."**

The Twister is prepared by Mr. Bryan Weekley, SC CPOC, Director's Office. Your comments, ideas, or suggestions concerning this newsletter are welcome. You can contact Bryan at Comm: (256) 313-1965 or DSN: 897-1965 or e-mail: [weekleyb@cpoc.redstone.army.mil](mailto:weekleyb@cpoc.redstone.army.mil)